



To: Holders of the Project Development Information Packet

Date: October 31, 2003

From: Office of Local Systems

Revision No.: 05-2003

Subject: Project Development Information Packet Revision

The Project Development Information Packet (Packet) has been revised. If you are maintaining a hardcopy of the Packet, please update your Packet by removing the old documents and replacing them with the revised documents noted below. To view, print or download the revised documents noted below, click on the document title.

You may wish to keep this revision notice in the "Revision Notices" section of your Packet for future reference. The current versions of all Packet documents are available on the internet at:

http://www.dot.state.ia.us/local_systems/publications/2001_packet/packet_toc.pdf

*** PLEASE NOTIFY ALL AFFECTED PERSONNEL OF THIS CHANGE ***

Document Title Revision Date (Section / Index No.)	Description of Revision(s)
Table of Contents 10-31-03 (Table of Contents)	The table of contents has been modified to show the latest revision dates for the documents listed below.
DBE Guidelines 10-31-03 (General Information)	This is a new document . These guidelines provide additional help to local public agencies (LPAs) in meeting the Disadvantage Business Enterprise (DBE) requirements for federal-aid consultant and locally let federal-aid construction contracts. These guidelines supplement and are referenced by the consultant procedures found in Index No. 1. A future revision of Index No. 9 will also reference this document.
Federal-aid Consultant Checklist 10-31-03 (Index No. 1)	This document, formerly titled, "Steps for Federal-aid Consultant Selection Process," has been renamed, reformatted and significantly expanded. These changes are summarized below: <ul style="list-style-type: none"> The document was renamed because it encompasses much more than just the selection process. It also covers the authorization, billing and final audit procedures. The document was reformatted into a checklist format to make it easier to use. LPAs are encouraged to print this checklist and use it as a guide for determining what steps they have already completed, and what steps they need to take next. References to the "District" or the "District Local Systems Engineer" were replaced with a more generic, "administering office." This reflects the involvement of the Office of Systems Planning for projects funded by the Transportation Enhancement, National Recreational Trails, and Iowa Clean Air Attainment programs. The federal-aid consultant process has been revised to incorporate some new Disadvantaged Business Enterprise (DBE) reporting requirements. These new reporting requirements involve two new forms, Form 517010, DBE Award / Commitment Information and Form 517011, DBE Payment Information. Additional steps have also been added concerning the LPA's responsibilities for setting a DBE goal, evaluating the good faith effort of the consultant to meet the DBE goal, and documenting the actual amount of DBE participation achieved by the consultant.
Guidelines for Federal-aid Consultant Agreements 10-31-03 (Index No. 1)	<ul style="list-style-type: none"> Item 7: The "specifications for consultant contract work" were clarified by providing some examples. Item 11: The text was revised to make it clear that any extra work must have both Iowa DOT and the Owner's concurrence before beginning. Item 20 was divided into two items (now 20 and 21) for clarity. Item 23: The text was revised to indicate the consultant should reimburse the Owner (not the Iowa DOT) for any overpayment determined by final audit. Item 26: This was revised to because the Iowa DOT signature block may be completed by staff from either the Office of Systems Planning or one of the district offices. Item 29: Text was added to note that these required attachments are included in the Sample Consultant Agreement.

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<p>Sample Consultant Agreement (Word) (PDF) 10-31-03 (Index No. 1)</p>	<ul style="list-style-type: none"> • The formatting was updated to provide additional guidance and easier identification of the “fill-in-the blank” areas. • Section VIII – Extra Work was revised to require Iowa DOT concurrence, in addition to the Owner, for any claims for additional payment that result from extra work. • The signature block was revised because the Iowa DOT signature block may be completed by staff from either the Office of Systems Planning or one of the district offices. • Attachment D was revised to indicate it is to be used for the itemized cost estimate that is referenced by Section XXI, Fees and Payments (cost plus fixed-fee option).
<p>Preliminary Plan Checklist 10-31-03 (Index No. 7)</p>	<ul style="list-style-type: none"> • Page 1: A “General” section was added along with two new items, “Plan Sheet Size” and “Plan Sheet Legibility and Borders.” This information is also currently shown on the Critical Path Memo. However, future editions of the Critical Path Memo will no longer contain this information. • Page 1: The “Iowa DOT Signature Block” item was made more generic to account for the fact that some projects will be reviewed by the Office of Systems Planning while others will be reviewed by the district office. The designer should enter the name of the Iowa DOT office responsible for review of the plans in the signature block. • Page 3: A “Curb Ramps” item was added as a reminder that curb ramps should be constructed as a part of any street or bridge improvement project. Curb ramps installed must conform to the latest edition of the Americans with Disabilities Act Accessibility Guidelines (ADAAG), including the use of detectable warning surfaces. Detectable warning surfaces must be used on curb ramps to meet ADA requirements.
<p>Check and Final Plan Checklist 10-31-03 (Index No. 8)</p>	<ul style="list-style-type: none"> • Page 1: A “General” section was added along with two new items, “Plan Sheet Size” and “Plan Sheet Legibility and Borders,” as noted for the Preliminary Plan Checklist above. • Page 1: The “Iowa DOT Signature Block” item was modified, as noted for the Preliminary Plan Checklist above. • Page 4: The “Trail Paving” item was modified to reflect the revised Section 2511 of the Standard Specifications, which now specifies the trail bid items for both PCC and HMA trail pavements. Previously, HMA trails were specified and paid for under Section 2303. • Page 5: A “Pollution Prevention Plan (PPP)” item was added to remind the designer to include a PPP in the plans, as well as the bid items associated with the PPP. • Page 6: A “Curb Ramps” item was added, as noted for the Preliminary Plan Checklist above.
<p>Bridge or Structural Plan Supplementary Checklist 10-31-03 (Index No. 8)</p>	<ul style="list-style-type: none"> • Page 1: An “Epoxy Coated Steel” item was added. This item requires the use of epoxy coated reinforcing steel for all federal-aid projects, unless the LPA can show that use of epoxy coated steel is not cost effective in extending the service life of the structure.